

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 5-9 November 1984

EXTENSION

NO.

DATE

20 November

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

26 NOV 1984

26 NOV 1984

2.

DD/CO

27 NOV 1984

27 NOV 1984

3.

OC/EXA

27 NOV 1984

27 NOV 1984

4.

MLS

27 NOV 1984

27 NOV 1984

5.

OC/OL/IMC

Archiving

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OC 10710 84

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 5-9 November 1984

1. Representatives from Career Development and Training Group met with members of the OTE Management Division to discuss plans for spring/summer training in interpersonal and supervisory skills for overseas personnel on home leave or rotational assignments. A number of options were proposed to meet our employees' training needs. Final plans will be announced and all field personnel will be notified.

2. Approximately 35 new Panel D and N Communications Officers are attending Introduction to CIA, 5-9 November, at Chamber of Commerce. Following this course, they will attend the Introduction to OC, 13-16 November

3. During the week, Panel N experienced a gain of one technician and no losses. Panel N is 10 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 25 technicians under strength. Panel D experienced a gain of 2 personnel and no losses. The Panel is currently 85 employees over authorized ceiling. There are 117 EOD students in training, while 14 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 61 personnel under strength.

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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5. The Office of Personnel has advised AMD that they have reinstituted the Clerical Pool where clericals can be held until they receive their clearances. This eliminates the disadvantages of not being able to offer employment until all clearances are in and perhaps losing a good applicant in the bargain. Also, these clericals being held in the "pool" are available to do unclassified work at Ames Bldg. for other Agency components. While some typing can be done, this is rather limited at present because of the lack of machines. However, they can perform other unclassified clerical duties at that location, such as assembling or xeroxing materials. Therefore, and if any OC component could use such assistance, please contact C/PAB or his Deputy.

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6. [redacted] attended a DDA briefing on the upcoming DDA Career Day being held at Headquarters 11-13 December 1984. Each DDA component will sponsor a Show and Tell display during the noon hours to provide a better understanding of DDA's role and also to provide information to employees who might wish to pursue a change. A minimum of two representatives are required to man each booth daily. We were informed that this would not be a Job Fair or recruiting effort. However, in the event an employee were to show interest in a career change and possessed the required qualifications, then all assistance would be rendered.

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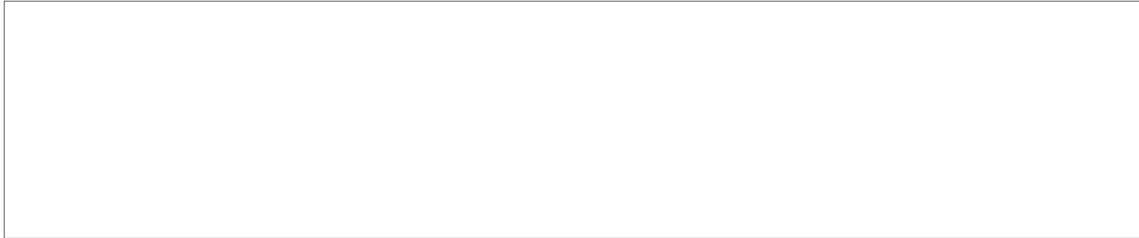
7. RES has received a formal letter from [redacted]. She requested information on employment opportunities for members of the armed services stationed at Ft. Meade who specialized in skills such as Computer Science, Communications, and Electronics. We will attempt to contact [redacted] and extend an invitation to talk to her personally. At the same time, we will provide her with OC flyers and short resume forms to be given to each interested applicant.

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9. A request from OC-DND for procurement of a training contract with [REDACTED] was submitted to the Office of Logistics. [REDACTED] is to present a three-day course on 11-13 December 1984 on Introduction to Basics of data communications. Training will be conducted [REDACTED] Instructor [REDACTED]

10. A Packet Switching Network videotape was reviewed by the Technical Training Department Staff and a recommendation has been forwarded for procurement of a copy.

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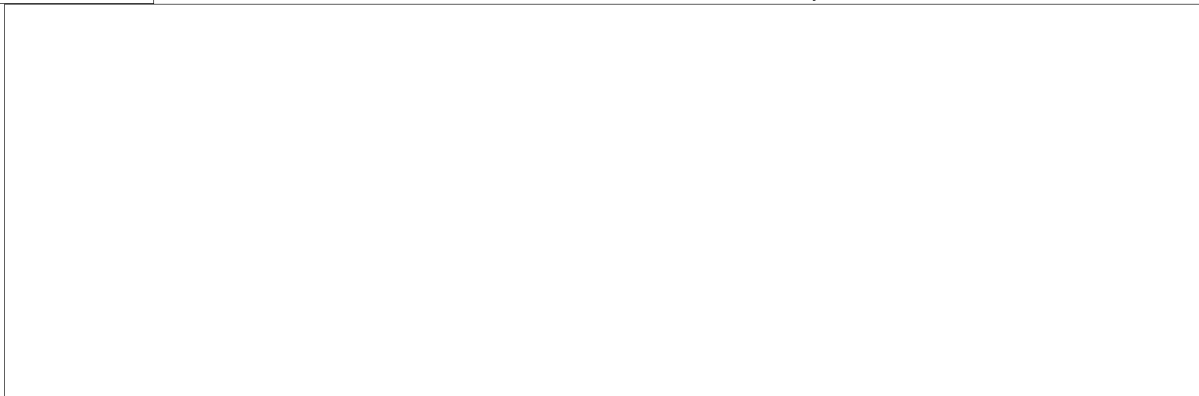
11. [REDACTED] are the Technical Training Staff returned from TDY. The Operational Training Department had 13 instructors in a TDY status performing training sessions. Mr. [REDACTED] on a PRS-6 installation.

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12. [REDACTED] has been named to succeed [REDACTED] in the Deputy Chief Communications School position.



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